

UTAH HIGHWAY SAFETY OFFICE MONTHLY ACTIVITY REPORT FORM

Project Title _____ Project Number _____

Agency _____

Address _____

Activity Report for (month/year) _____ Report Prepared By _____

Project Director's Signature _____ Date _____

PROGRAM PROGRESS TO DATE

Check all activities conducted during the month and fill in the blanks. Attach additional pages if necessary.

Task #	On Schedule? (Y/N)	Accomplishments/Problems
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TASK FORCE MEETING

Number Attended: _____ Minutes Attached (or summarize below):

SPECIAL EVENTS

What was the event? _____

Who was the target audience and # of participants? _____

Describe your involvement: _____

EVALUATION

Summarize below and attach copies of surveys (i.e. safety belt, child safety seats, helmet) or other evaluation results:

PRESENTATIONS / SAFETY FAIRS

	Target Audience	# Attend	Subject/Purpose
1.			
2.			
3.			
4.			

WORKSHOPS / TRAINING

	Target Audience	# Attend	Subject/Purpose
1.			
2.			
3.			
4.			

DEVELOPMENT OF EDUCATIONAL MATERIALS (brochures, posters, videos, etc.) (attach samples)

DISTRIBUTION OF EDUCATIONAL MATERIALS

(list groups or agencies receiving materials, what materials were distributed and quantity)

PUBLIC INFORMATION CONDUCTED

- _____ Newspaper Article(s)

#_____ (attach copies)
- _____ Press Release(s)

#_____ (attach copies)
- _____ Public Service Announcements

#_____ (attach copies)
- _____ Other Media Outreach

#_____ (attach copies)

Describe Other Outreach (if applicable):

LAW ENFORCEMENT ACTIVITIES

(for law enforcement agencies, indicate the number of program-related citations/warnings issued and other enforcement activities such as checkpoints, saturation patrols, selective traffic enforcement efforts, etc.)